



# Town of Upper Marlboro

## REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 27, 2024 at 6:30 PM

## AGENDA

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### REGULAR TOWN MEETING: 6:30 PM

This meeting will be conducted via Blended: Town Hall & Zoom Video Teleconference.  
<https://uppermarlbormd-gov.zoom.us/j/88526530637?pwd=cnhkeHVGQW45clh4WUJtRmVRReFR0dz09>  
**Passcode:** 459672; **Webinar ID:** 885 2653 0637; **Dial-in only:** 301-715-8592

### NOTICE OF CLOSED SESSION:

**Tuesday, February 27, 2024 | Town Hall | 6:30 PM | As Part Of The Regular Town Meeting**

**Under General Provisions Article 3-305(b) (7)\_\_\_ "To consult with counsel to obtain legal advise".**

The Board of Commissioners proposes to go into Closed Session on Tuesday, February 27, 2024, to discuss Annexation Agreements.

1. **Call to Order - 6:30 PM**
2. **Roll Call**
3. **Review of Agenda**
4. **Pledge of Allegiance**
5. **Motion To Go Into Closed Session**
6. **Closed Session Summary From 2/27/24**
7. **Consent Agenda**
  - A. Meeting Minutes
  - B. Financial Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. General Government Report
8. **Reports**
  - A. Arts Council Committee Report
  - B. CERT Committee Report
  - C. Economic Development Workgroup Report
  - D. Events Committee Report
  - E. Green Team Committee Report
  - F. Greenwill Consulting Committee Report
  - G. Historical Committee Report
  - H. Commissioner Reports
9. **Business**

*Public comment will be taken prior to Business line items (3 minutes per item)*

  - A. Board Priorities (Board Vote)
  - B. Resolution 2024-04 Repeal Resolution 2020-04 Setting of Marlboro Day Date (Board Vote)
  - C. Resolution 2024-05: Town of Upper Marlboro Fees (Board Vote)
  - D. Annexation Agreements (Board Vote)

E. Events & Sponsorships (Board Discussion)

**10. Administrative Updates**

**11. Public Comment**

*For items not necessarily on the immediate agenda (3 minutes per item)*

**12. Preliminary Approval of Next Meeting Agenda**

**13. Adjournment**

**PUBLIC COMMENT PROCEDURES**

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall weekdays: 9 a.m.–5 p.m., or by written correspondence (or email to [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by **“RESOLUTION 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO.”**

**Citizen Input:**

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

**Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.**

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All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.



# Town of Upper Marlboro

## BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 16, 2024 at 7:00 PM

### AGENDA

This meeting will be conducted VIRTUAL: Zoom Video Teleconference.

<https://uppermarlboromd-gov.zoom.us/j/82675623874?pwd=cjh3RVlxSkp4NDgxMTN3T3FYbGpBdz09>

**Webinar ID:** 826 7562 3874; **Passcode:** 200861; **Audio Dial-in only:** 301 715 8592

*Work Sessions are open to public observation, however, public participation is at the discretion of the Board*

#### WORK SESSION AGENDA: 7:00 PM

**MEETING PREVIOUSLY SCHEDULED FOR JANUARY 9, 2024**

**MOVED TO JANUARY 16, 2024 DUE TO INCLEMENT WEATHER**

#### **JANUARY 16th BOARD WORK SESSION NOW VIRTUAL DUE TO IMPENDING WEATHER**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
  - A. Calendar Items:
    - Board of Commissioner Goal Setting (Board Discussion) **(3:48)**
    - Goal Meeting Saturday, February 3, 2024 10:00 AM**
    - Town Holiday Calendar & Town Meeting Schedule (Board Discussion) **(13:37)**
    - Budget Calendar (Board Discussion) **(20:58)**
    - Annual Events Calendar (Board Discussion) **(35:39)**
    - Marlboro Day moved to Saturday, June 8, 2024**
  - B. Trinity Church Shared Use Agreement (Board Discussion) **(1:29:22)**
  - C. Property Standards (Board Discussion) **(1:39:46)**
  - D. Preliminary Charter Review Changes (Board Discussion) **(1:52:06)**
6. **Administrative Update (1:58:07)**
7. **Preliminary Approval of Next Meeting Agenda (2:29:15)**
8. **Adjournment**
  - Motion made by Commissioner Colbert to adjourn
  - Motion was seconded by Commissioner Prevatte
  - Franklin, Aye | Brooks, Nay | Colbert, Aye | Lott, Nay | Prevatte, Aye (Approved)

*Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.*

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# Town of Upper Marlboro

## REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 23, 2024 at 7:00 PM

### AGENDA

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<https://uppermarlboromd-gov.zoom.us/j/87575123720?pwd=bWxtMDhjTHpoQUhGeUtyc0hOREJSdz09>  
**Passcode:** 781934; **Webinar ID:** 875 7512 3720; **Dial-in only:** 301-715-8592

#### REGULAR TOWN MEETING AGENDA: 7:00 PM

#### NOTICE OF CLOSED SESSION:

**Tuesday, January 23, 2024**

**Town Hall | Following January Regular Town Meeting**

**Under General Provisions Article 3-305(b) (1)** “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”;

The Board of Commissioners proposes to go into Closed Session on Tuesday, January 23, 2024, to discuss the Town Administrator position.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda (2:52)**
  - A. Meeting Minutes
  - B. Financial Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. General Government Report
6. **Reports (3:50)**
  - A. Arts Council Committee Report
  - B. CERT Committee Report
  - C. Economic Development Workgroup Committee Report
  - D. Events Committee Report
  - E. Green Team Committee Report
  - F. Greenwill Consulting Committee Report
  - G. Historical Committee Report
  - H. Commissioner Reports

**7. Old Business**

*Public comment will be taken prior to Business line items (3 minutes per item)*

**A. Resolution 2024-01: Budget Calendar (Board Vote) (20:27)**

Motion was made by Commissioner Lott to approve Resolution 2024-01: Budget Calendar.

*A Budget Listening Session will be added from 10:00 AM to 10:30 AM on Saturday, February 3, 2024.*

Motion was seconded by Commissioner Colbert

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

**B. Annual Events Calendar (Board Vote) (25:41)**

Motion was made by Commissioner Lott to approve the Annual Town Events Calendar.

TBD for Trunk or Treat | Adding date for Growing Green With Pride | Statement about rain dates

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

**C. Town Meeting Schedule (Board Vote) (32:10)**

Motion was made by Commissioner Lott to approve the Town Meeting Schedule.

Motion was seconded by Commissioner Colbert

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

**D. Town Holiday Schedule (Board Vote) (34:20)**

Motion was made by Commissioner Lott to approve the Town Holiday Schedule.

Motion was seconded by Commissioner Colbert

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

**8. New Business**

*Public comment will be taken prior to Business line items (3 minutes per item)*

**A. Resolution 2024-02 457(b) Retirement Plan (Board Vote) (35:33)**

Motion was made by Commissioner Lott to approve Resolution 2024-02: 457(b) Plan.

Town approved T-Rowe Price Plan

Motion was seconded by Commissioner Colbert

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

**9. Administrative Updates (39:07)****10. Public Comment (39:36)**

*For items not necessarily on the immediate agenda (3 minutes per item)*

**11. Preliminary Approval of Next Meeting Agenda (49:14)****12. Motion To Go Into Closed Session (52:50)**

Motion was made by Commissioner Lott to go into Closed Session

Motion was seconded by Commissioner Colbert

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

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# Town of Upper Marlboro

## BOARD OF TOWN COMMISSIONERS SPECIAL TOWN MEETING / ORGANIZATIONAL MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Saturday, February 03, 2024 at 10:00 AM

### AGENDA

This meeting will be conducted via Blendid: Town Hall & Zoom Video Teleconference:

<https://uppermarlbormd-gov.zoom.us/j/85691523106?pwd=L1RIU1VkcWUyVGN6S0ROVzJhS2phUT09>

**Webinar ID:** 856 9152 3106; **Passcode:** 893591; **Audio Dial-in only:** 301 715 8592

### SPECIAL TOWN MEETING: 10:00 AM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Closed Session Summary January 23, 2024 (1:56)**

A. Closed Session Summary January 23, 2024

6. **Business**

A. Resolution 2024-03: Town Administrator (Board Vote) **(2:44)**

Motion was made by Commissioner Colbert to approve Resolution 2024-03: Town Administrator.

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Nay | Prevatte, Aye **(Approved) (RESCINDED)**

Motion was made by Commissioner Prevatte to rescind the vote on Resolution 2024-03: Town Administrator.

Motion was seconded by Commissioner Lott

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

Motion was made by Commissioner Colbert to approve Resolution 2024-03: Town Administrator.

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Nay | Colbert, Aye | Lott, Nay | Prevatte, Aye **(Approved)**

8. **Adjournment (9:36)**

Motion to adjourn was made by Commissioner Lott to adjourn

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye **(Approved)**

### ORGANIZATIONAL MEETING: 10:05 AM

9. **Call to Order**
10. **Roll Call**
11. **Review of Agenda**
12. **Public Comment FY 2025 Budget: (5 Minutes) (10:53)**
13. **Business**



- A. Board Priorities & Goal Setting FY 2025 **(16:25)**
- B. Town Council and Committee Liaisons **(1:13:46)**

**14. Adjournment (1:25:26)**

Motion to adjourn was made by Commissioner Lott to adjourn

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Nay | Colbert, Aye | Lott, Nay | Prevatte, Aye **(Approved)**

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# Town of Upper Marlboro

## BOARD OF TOWN COMMISSIONER WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 13, 2024 at 7:00 PM

### AGENDA

This meeting will be conducted via blended: Town Hall & Zoom Teleconference.  
<https://uppermarlbormd-gov.zoom.us/j/82747786205?pwd=S1ErbU4vRXdiMzdKVnJsb1daemxFZz09>

**Passcode:** 570264; **Webinar ID:**827 4778 6205; **Dial-in only:** 301-715-8592

#### Swearing-In Ceremony: 6:30 PM

**Town Administrator & Code Compliance Officer**

#### Board Work Session: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**  
*Public comment will be taken prior to Business line items (3 minutes per item)*
  - A. Board Priorities (Board Discussion) **(9:39)**
  - B. Budget Process Discussion (Board Discussion) **(17:11)**
  - C. Record Retention (Board Discussion) **(22:31)**
  - D. Proposed Ordinance 01-2024: Property Standards (Board Discussion) **(27:00)**
  - E. Proposed Resolution 2024-04: Marlboro Day Date Change (Board Discussion) See Resolution 2020-04 **(28:38)**
  - F. Proposed Resolution 2024-05: Setting of Fees (Board Discussion) See Resolution 2022-12 **(31:28)**
  - G. Police Office Space (Board Discussion) **(50:48)**
6. **Administrative Updates (1:29:10)**
7. **Public Comment (1:29:24)**  
*For items not necessarily on the immediate agenda (3 minutes per item)*
8. **Preliminary Approval of Next Meeting Agenda (1:29:35)**
9. **Adjournment**  
**Motion was made by Commissioner Lott to adjourn the meeting.**  
**It was seconded by Commissioner Colbert**  
**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye**

Video of the Board of Town Commissioner Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting. All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



# Town of Upper Marlboro

Town Hall, 14211 School Lane    Tel: (301) 627-6905    info@uppermarboromd.gov  
 Upper Marlboro, MD 20772    Fax: (301) 627-2080    www.uppermarboromd.gov  
 Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## Town of Upper Marlboro January 2024 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - January 2024

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
<b>Income</b>			
<b>Revenue</b>			
4000 Property Taxes	1,290,822	1,508,220	(217,398)
4200 Fines, Licenses, Permits	443,499	687,500	(244,001)
4300 Intergovernmental	24,498	56,000	(31,502)
4400 Miscellaneous Revenue	16,221	296,500	(280,279)
4500 Grants	27,301	1,901,000	(1,873,699)
<b>Total Revenue</b>	<b>\$ 1,802,341</b>	<b>\$ 4,449,220</b>	<b>#</b>
<b>Expenses</b>			
5000 General Government	491,210	862,980	(371,770)
6000 Public Safety	502,212	998,580	(496,368)
7000 Public Works	344,844	560,660	(215,816)
8000 Grants & Awards	581,550	1,915,000	(1,333,450)
9000 Capital Outlays	68,059	112,000	(43,941)
<b>Total Expenses</b>	<b>\$ 1,987,876</b>	<b>\$ 4,449,220</b>	<b>#</b>
<b>NET INCOME</b>	<b>\$ (185,535)</b>	<b>\$ -</b>	<b>\$ (185,535)</b>



# Town of Upper Marlboro

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Upper Marlboro, MD 20772    Fax: (301) 627-2080    www.uppermarlboromd.gov  
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## Town of Upper Marlboro January 2024 Treasurer Report Budget vs. Actuals: FY24 July 2023 - January 2024

### Key Monthly Items

1. January starts the 2nd half of the fiscal year, revenue and expense expectations are approximately 60% of annual budget for most lines
2. YTD activity reflects a net loss of approximately 189K, revenue actuals will slow for the remainder of the year.  
The Town also expects 500K for the land grant reimbursement in future months.
3. Expense activity is 42% of annual budget YTD, so expenses are tracking properly
4. Cash balance is a bit more than 3 months of spending, an increase of 1 month from December, the target balance is 6 months of cash reserves (Jan -June), because revenue collections will slow over this period.

### **Bank Accounts**

1000 Checking Account (Premis) 6968	607,640
1001 Petty Cash	
1010 Payroll Account (Premis) 6976	12,395
1015 PGFSB Small Checking (Premis) 4960	-
1040 Parking Meter Checking (M&T )	22,032
1045 Speed & Red Light (M&T) 0013	242,244
1050 ARPA Checking 4957	-
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	221,141
<b>Total Bank Accounts</b>	<b>\$ 1,210,595</b>



# Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, Maryland 20772 Tel: (301) 627-6905

David A. Burse  
Chief of Police

For ALL Police Calls dial 911 or the Non-Emergency number at 301-352-1200

Police Reports can be obtained In-Person or By Mail for a fee of \$10.00 at the Prince George’s County Police Records Division located at 4923 43<sup>rd</sup> Avenue, 3<sup>rd</sup> Floor Hyattsville, Maryland 20781. Phone: 301-985-3638

## Monthly Town Police Department Report For the Month of January 2024

### Incidents Reported in Town:

Assist PGPD 2	Suspicious Auto 2	Traffic Complaint 1
Commercial Alarm 1	Theft Call 2	Trespassing Call 1
Vehicle Accident 2	Lost Property 1	Disorderly Call 3
Hold-Up Alarm 1	Recovered Stolen Auto 1	Stolen Auto 1
Theft from Auto 1	Domestic Call with Arrest 1	Residential Alarm 1
Family Dispute 2		

**Total calls responded by: Upper Marlboro Police 15 & Prince George’s County Police 8**

Chief Burse participated in the Prince George’s Chiefs Association meeting.

Cpl. Irby, Pfc. Anderson conducted high visibility patrols throughout the Town.

Chief Burse participated in the weekly Prince George’s County Police Crime meeting.

Chief Burse participated in the weekly Conduent meeting.

Chief Burse participated in the monthly Coffee with a Cop meeting.

Chief Burse attended the swearing-in of City of Bowie Chief Preston.

Chief Burse attended the Celebration of Life for former Town Clerk David Williams.

Chief Burse participated in the monthly Division 2 Coffee Club meeting.



**Date:** Monday February 19, 2024

**Subject:** Public Works' Monthly Report

**RE:** January 2024

#### **Public Works Related**

- Carrier I-Vu system phase 2 installed on Friday January 12, 2024, in conjunction with NTI.
- PWD reviewed and made changes to the PW carbon copies to be created for in-house forms.
- PWD attended the CBRT draft trail alternatives presentation meeting.
- Water St nearly flooded on 1-28-24 which would have marked the 3<sup>rd</sup> time in 5 weeks signaling a larger issue. Still no word from the engineer overseeing the Water St bridge project.

#### **Maintenance and Beautification**

- PWC installed Snowplows and spreaders to trucks 216 and 364. Servicing of units, and electrical issues resolved in-house.
- PWC removed all decorations from the pedestrian mall. Town Hall will be done this week
- PWD and crew completed a deep clean of the PW shop. A deep clean of the Yard and sheds are next.
- PWC installed an air compressor and 50' reel at PW shop.
- Emergency eye wash stations installed in PW office and shop.
- Fire extinguisher signage installed for OSHA compliance.
- PWF is still working on PW yard security camera issues, Camera is operational but still has solar charging issues. A new solar panel has been received and installed but issues persist.
- Trucks 364, 215, and 216 deep cleaned after plowing duties.

#### **Street and Sidewalk / Mead & Hunt Update**

- Dog waste refills received and distributed.
- Potholes on Spring Branch Dr and Rectory Ln filled.
- Two-day litter blitz held around Town.
- PWD approved MDOT's changes to pedestrian walkway on Main St. This change only affects the curb / gutter region of the crosswalk for ADA compliance.
- Update on the Splash pad and playground phase II- Engineers met with county to gain clarity on feedback received on the conceptual plans, It was discovered that the county had issues with the drainage outside of the proposed scope of work. Final conceptual plan was to be submitted on 1-19-24. Once plan was accepted Final technical plan was to be submitted for feedback the week of the 29th. They hope to have this plan approved in early February so WSSC can review the final submissions as well.



- HPS-20 report resubmitted to MDOT.

**Refuse Accumulations**

- Bulk collection totals are as follows; MES 0.64 tons of yard waste.  
Brown Station Road Landfill... tons of solid refuse.
- There have been no dump body rentals for the month.

Sincerely,

Darnell F. Bond / Director of Public Works



# MEMORANDUM

To: Board of Town Commissioners  
From: Sarah Franklin, Mayor

Date: Monday, February 26, 2024  
Re: January 2024 Monthly General Government Report

Commissioners,  
Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in January, 2023.

<b>Major Projects Underway</b>	
Codification:	Waiting for Property Standards to be updated this is on track to be completed in May. Municode will update the Town of Upper Marlboro Municipal code and the final manuscript will be issued in 3 months.
Charter Review:	The Charter Review Board provided comments to the Board of Commissioners. The Board will look at a Charter Change timeline starting in June after the Budget has been adopted.
Event Planning	Town Event Calendar complete.
Beautification	This project is now moving forward using Streetscape grant funding. Traffic signal boxes are delayed by a new permitting process. Benches and trash cans are still being installed.
Property Purchase	The Property has been purchased and reimbursement of funds has been approved by the MD Board of Public Works soon. Completing paperwork for reimbursement.
Playground	This project is being overseen by the Public Works Department.
PAMC Trail Study	Discussing details with stakeholders who own adjacent property to finalize alignment options to present to Town.
ParkMobile	The Town is looking into to pilot a validation code program with business community. There has been increased demand for this.
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution for Phase 3 Annexation.
State Highway Projects	SHA has finally received signed consent forms from the one property owner downtown to complete the sidewalk work. Unknown timeframe for the work to be completed. They are also coordinating with agencies on the Rt.4 and MD 717 bridge replacements (four total bridges). This replacement is scheduled to begin construction in March of 2025.





Office Statistics: January

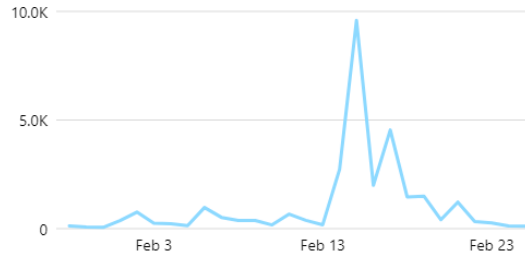
- Room Rentals: 1
- Notaries: 3
- Parking Permits: 8
- Food Truck Permits: 3

Outreach Statistics:  
*Facebook & Instagram-*

Reach

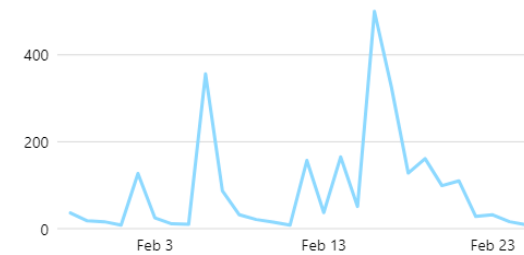
Facebook reach ⓘ

22,971 ↓ 57%



Instagram reach ⓘ

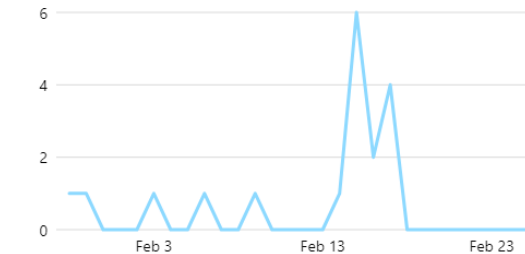
948 ↓ 25%



New likes and follows

Facebook Page new likes ⓘ

18 ↓ 78.3%



New Instagram followers ⓘ

23 ↓ 54%



**Mayor**

Sarah Franklin

**Commissioners**

Derrick Brooks

Charles Colbert

Karen Lott

Alma Prevatte



Board of Commissioner Priorities FY 2025

The Board of Commissioners met on February 3, 2024, to discuss priorities for the upcoming budget year. The discussion solidified into three major priorities.

1. Economic Development & Sustainability

The Board of Commissioners wishes to begin implementation of the Downtown Renaissance Vision Plan. Commissioners would like to see improved marketing of the Town. New and more varied restaurants with healthy options and evening and weekend hours are a goal for downtown. The Board would like to see the increased tax base that comes with economic vitality and grant opportunities directed to improvements in downtown property that is both privately and publicly owned. The Town would like to position itself to purchase vacant properties as they become available to ensure that the community has a say in the design and development of these properties.

2. Resident Services & Community Engagement

The Board of Commissioners wants to focus on quality-of-life improvements and events for resident and increase community engagement. The Board would like to survey residents to find out what activities would encourage them to get more involved. Building a more robust youth engagement and volunteer base is important to this board.

3. Infrastructure & Beautification

The Board of Commissioner would like to see improvements to road and parking infrastructure. The Commissioners would like to increase litter pick up and address substantial collections of garbage that can build up and spread around during weather events. Flooding residency is important to the free flow of traffic in the area and working with the state and county to ensure infrastructure upgrades are important to the Board.

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**Town of Upper Marlboro**  
14211 School Lane  
Upper Marlboro, MD 20772  
(301) 627 6905  
[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)

The Town of Upper Marlboro

RESOLUTION: 2024-04
SESSION: Regular Town Meeting
DATED: February 27, 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO RESCINDING RESOLUTION 2020-04

WHEREAS, on February 11, 2020, the Board of Commissioners of the Town of Upper Marlboro adopted Resolution 2020-04, a Resolution by the Board of Commissioners for the Town of Upper Marlboro to Establish the Standing Date and Vendor Fees for the Annual Marlboro Day Festival and Parade, which established the date of the Town’s Annual Marlboro Day Festival and Parade (“Marlboro Day”) as the second Saturday in May; and

WHEREAS, Mother’s Day is the second Sunday in May, which renders some unable to attend Marlboro Day; and

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro wanting to continue the tradition of Marlboro Day and to promote maximum community engagement, would like to move the Marlboro Day away from Mother’s Day weekend; and

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro has determined that it is in the best interest of the Town of Upper Marlboro to review the vendor fees associated with Marlboro Day each year along with other Town fees and charges.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro that Resolution 2020-04 is hereby rescinded.

BE IT FURTHER RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro that the date of the Town’s annual Marlboro Day Festival and Parade shall be established each year by the Board of Commissioners of the Town of Upper Marlboro by way of resolution. Marlboro Day shall be held on a weekend in June.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Town of Upper Marlboro that the fees for vendors at Marlboro Day shall be established in the Town’s annual fee resolution.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Regular Town Meeting on February 27, 2024.

ATTEST:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

John Hoatson, Clerk

Sarah Franklin, President

**The Town of Upper Marlboro**

\_\_\_\_\_  
Derrick Brooks, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
Alma Prevatte, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 27th day of February, 2024.

\_\_\_\_\_  
John Hoatson, Clerk

RESOLUTION: 2024-05  
SESSION: Regular Town Meeting  
DATED: February 27, 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO ESTABLISHING FEES AND CHARGES FOR THE TOWN OF UPPER MARLBORO**

**WHEREAS**, MD Code Ann., Local Gov't, § 5-205-(d) authorizes a municipality to establish and collect reasonable fees and charges for franchises, licenses, and permits granted by the municipality, and to establish and collect reasonable fees and charges associated with the exercise of a governmental and proprietary functions by the municipality; and

**WHEREAS**, pursuant to § 82-37 of the Town Charter, the Treasurer under, the supervision of the President, has the authority and is required to bill for and collect all taxes, special assessments charges, license fees, liens, and all other revenues (including utility revenues) of the Town, and all other revenues for whose collections the Town is responsible, and receive any funds receivable by the Town; and

**WHEREAS**, pursuant to this authority the Board of Commissioners has established various fees and charges for services that it provides; and

**WHEREAS**, the Commissioners find that, in conjunction with developing the annual budget, it is in the best interest of the Town to evaluate the various fees and charges assessed by the Town and determine whether it is necessary to change them.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of The Town of Upper Marlboro, Maryland, that the fees set forth in the Miscellaneous Fees Schedule, attached hereto as Exhibit 1 and incorporated herein by reference, shall be the fees charged by the Town of Upper Marlboro effective immediately, and shall remain in effect until a new Fees Resolution is passed.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 27<sup>th</sup> day of February, 2024.

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Derrick Brooks, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Alma Prevatte, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 27<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
John Hoatson, Town Clerk

FEE SCHEDULE NEXT PAGE

**Exhibit 1. – Miscellaneous Fees Schedule**

The following fees will be imposed for the services listed below as approved by the Board of Commissioners for the Town of Upper Marlboro:

Copies (up to 3 pages no charge)	\$ 0.25 per additional page
Faxes (up to 3 pages no charge)	\$ 0.50 per additional page
Notary Public	\$ 4.00 per seal
Returned Check Fee	\$ 35.00
Vehicle Impound Release Form	\$ 50.00
Police Report / Accident Report	\$ 10.00
Special Event Permit	\$ 75.00
Daily Food Truck Permit	\$ 50.00
Event Vendor Fee	\$ 30.00 Town Business / Resident
	\$ 70.00 Non-Town Business / Resident
	\$ 15.00 Non-Value-Added Produce Only
Dumpster Permit	\$ 125.00 + non-refundable deposit
Credit Card Processing Fee	3.5 percent
Parking Permit	\$ 40.00 per month — \$ 12.00 per week
	\$ 100.00 for three months/quarter

Public Information Act (MDPIA) requests:

- up to 2 hours staff search & preparation time: no charge
- research/copying time, beyond 2 hours: The hourly rate of the individual who is required to conduct the research and copying.
- additional research and review by Legal
  - Counsel not included in the initial 2 hours: Actual Cost